

**City of Auburn
Technology Commission
Auburn City Hall
1225 Lincoln Way, Auburn, CA 95603
Phone (530) 823-4211**

MINUTES OF APRIL 5, 2012

Commissioners Present

Richard Owens, Chair
Paul Mercurio, Vice Chair
George Preston, Member
Teresa Schredl, Member

Absent

Glenn Tonkin, Member

Auburn City Staff Present

None

Guests

None

Call to Order

Chairman Owens called the meeting to order at 5:07 pm. It was noted that a quorum of members was present for the meeting.

Approval of Agenda

No changes were proposed to the one item on the agenda.

Public Comment

None

Old Business

Technology Commission Work Plan.

Chairman Owens will meet with Andy Heath to determine how best to proceed with vendor evaluations of the RFP responses to the City's proposed telephone system upgrade.

An evaluation tracking sheet was proposed for each vendor with a comment section, allowing qualitative observations from each commissioner; these comments may be used later in the selection process to identify superior points. This met with approval from all present.

The suggested evaluation approach is to assign a priority 1, 2, or 3 to each individual item to better delineate the requirements that are essential, highly desired, or simply undistinguished (i.e., all systems are likely to meet the requirement). The commission went through each requirement and established these priorities. The next stage will be to objectively score the vendors' RFP responses to each requirement, deciding whether each requirement was 1) met, 2) partially met, or 3) not met. The overall, weighted scores will be used to provide the first objective level of filtering the suitable vendors to continue in the selection process. These vendors will be invited to demonstrate their proposed solutions.

Action – Chairman Owens will schedule a meeting with Andy Heath.

Action – Commissioners are to review Section 2E for grounding in the selection process.

Action – Commissioners will report their availability for special meetings throughout the next 2 months at next week's meeting.

New Business

None

Other Business

None

Information and Announcements

None

Date and Time of Next Meeting

Thursday, April 12, 2012, 4:30 pm. Room 10, City Hall.

Adjournment

Chair adjourned the meeting without objection at 6:15 pm.

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| APPROVAL ATTESTED TO: |
| Richard Owens, Chair, Technology Commission |